



Department of  
Building and Housing  
*Te Tari Kaupapa Whare*

CARPENTERS



**What Restricted Building  
Work means for you.**

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**If you are a carpenter working on residential buildings, this booklet is for you – it tells you about Restricted Building Work (RBW) and how it will affect you and your business.**

## 1 WHAT

If you are doing carpentry work on residential buildings the work may be Restricted Building Work (RBW). RBW only relates to residential construction, alteration and design. In this guide “residential” means houses and small-to-medium apartment buildings. RBW does not apply to commercial buildings.

## 2 WHO

Carpentry RBW can only be carried out by or done under the supervision of a Licensed Building Practitioner (LBP) who is licensed in the carpentry licence class.

## 3 WHEN

From 1 March 2012, some building work will be classified as being Restricted Building Work (RBW). From this date you must be an LBP to do or supervise RBW.



### Transition to RBW

- RBW only relates to building consent applications made on or after 1 March 2012.
- If a building consent application is made before 1 March 2012, then the design and subsequent carpentry and construction work is not RBW.

# RBW

RBW is design and construction work that is critical to the integrity of a building. In particular, it makes sure the building is structurally sound and weathertight.

## RBW includes:

- the construction or alteration of the primary structure of certain residential buildings
- the construction or alteration of external moisture management systems of certain residential buildings.

RBW is important and must only be carried out by a LBP who is competent to do the job. A lot of residential building work will include Carpentry RBW.

RBW can apply to new construction, or alteration of an existing building.

### Note:

If the work does not require a building consent then it is not RBW.



# Residential

RBW only relates to residential construction and design. In this guidance, "residential" means houses and small-to-medium apartment buildings.

## For the purpose of RBW, a house is:

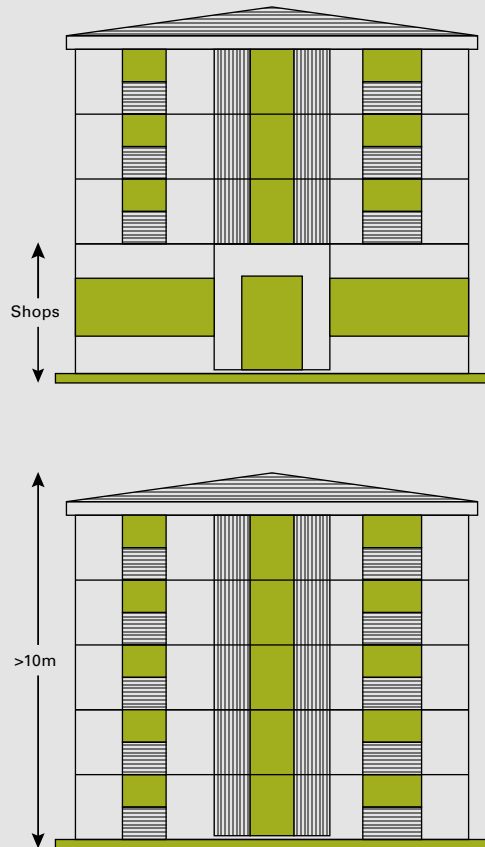
- a free-standing, fully detached building consisting of a single residential unit (and can also have 1 or more residential facilities such as a foyer, laundry, garage, etc).



**A small to medium sized apartment is a building which:**

- contains 2 or more residential units (apartments) or residential facilities (foyer, laundry, garage, etc)
- does not contain commercial units or facilities
- has a maximum height of less than 10m (the vertical distance between the highest point of its roof – excluding aerials, chimneys, flagpoles and vents – and the lowest point of the ground).

**Examples of non RBW**

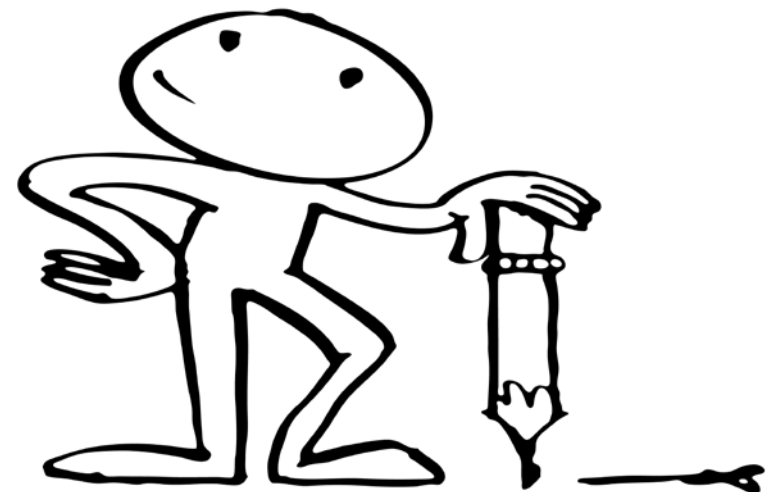


# Carpentry RBW on your project

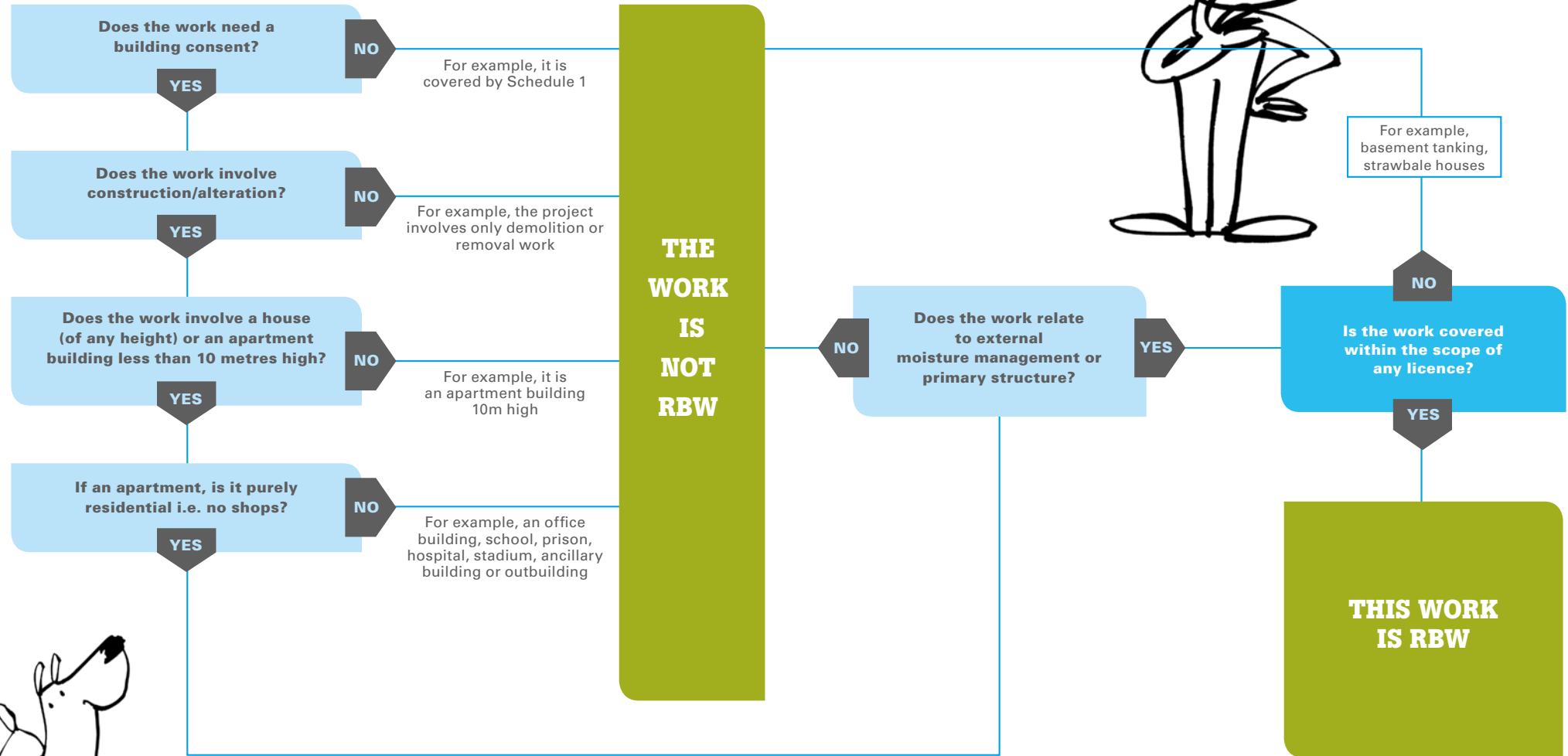
The Memorandum (Certificate of Design Work), provided by the Design\* LBP, should be attached to the issued building consent. It must identify which work is RBW. As a carpentry LBP, you may want to refer to this.

If you are licensed as a carpenter and doing Carpentry RBW you will still have to comply with the requirements of the Building Code and the owner still needs to get a Code Compliance Certificate, as they do now.

*\*Both registered architects and chartered professional engineers are deemed to be LBPs.*



# Is it RBW?



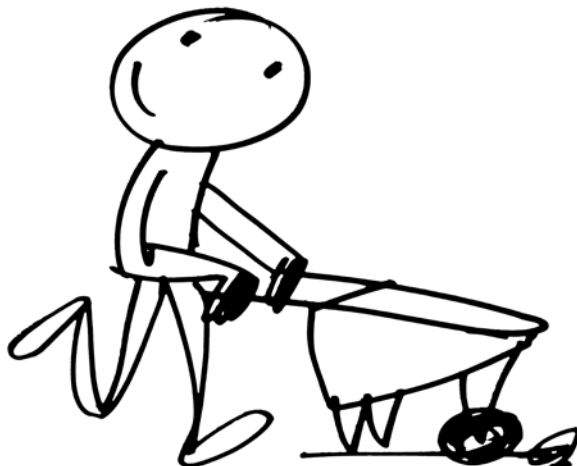
# Restricted Building Work

## Work on the primary structure

Primary structure means the principal structural system of the building. It includes all structure of the building intended to contribute to resisting vertical and horizontal loads.

Examples of where primary structure building elements may be found	
<b>Foundations and subfloor framing</b>	Slab on ground, piles (including braces), foundation walls, strips, rafts, pads, jack studs, bearers, stringers
<b>Floors</b>	Slabs, joists, trusses, composite flooring systems
<b>Walls</b>	Studs, lintels, solid construction, piers
<b>Roof</b>	Rafters, purlins, trusses
<b>Columns and beams</b>	Columns, posts, pillars, beams
<b>Bracing</b>	Cross bracing, sheet bracing, shear walls, diaphragms

NOTE: The above examples are only RBW if they meet the definition of primary structure and are required to be covered by a building consent.



## Work on the external moisture management system

External moisture management systems are the building elements and systems that prevent the ingress of external moisture and help resist the accumulation of moisture within the building fabric.

Examples of external moisture management systems	Areas where these may be found
<b>Damp-proofing</b>	<p>floors in direct contact with ground moisture</p> <p>sub-floor/suspended floors and solid walls exposed to moisture in the air</p> <p>and including damp-proofing protection</p>
<b>Roof/wall cladding and roof/wall cladding systems</b> (Attached to the outside of framed or solid walls or roofs)	<p>building wrap</p> <p>drained cavities</p> <p>cladding</p> <p>fixings</p> <p>windows, doors and skylights</p> <p>ventilators</p> <p>openings and penetrations</p> <p>flashings and seals</p> <p>joints and junctions</p> <p>surface treatments (eg. waterproof coating)</p> <p>water-proofing (water-proof coatings)</p>
<b>Water-proofing</b>	<p>water proof coating to solid walls and roofs exposed to airborne moisture</p> <p>waterproof membranes to deck/balcony areas</p>

NOTE: The above examples are only RBW if they meet the definition of external moisture management system and are required to be covered by a building consent.

# LBP trade licence classes

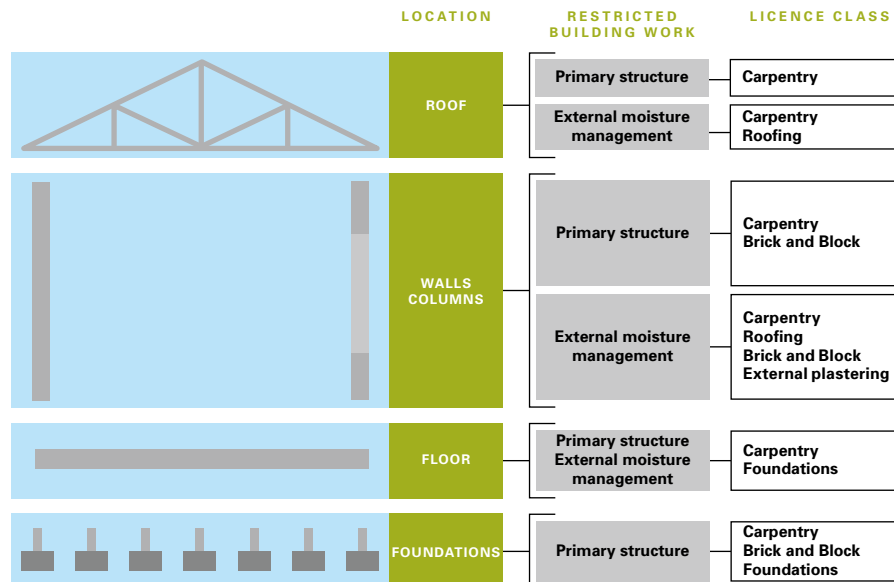
There are five trade LBP licence classes.

The trade licence classes are:

- **Carpentry**
- Brick and Block laying
- Roofing
- External plastering
- Foundation

## These are the parts of a simple home and how they relate to RBW

The diagram shows the parts of a home a Carpentry LBP and other licensed persons can do RBW on (depending on the material/construction type and the person's competence).



# Supervision of Carpentry RBW

Carpentry RBW must either be carried out or supervised by a LBP.

You must be a LBP licensed in the carpentry license class to supervise Carpentry RBW.

Supervising Carpentry RBW means you provide direction and oversight of the carpentry work to make sure that it is done properly and complies with the Building Consent.

As the Supervisor you are responsible for the RBW work being carried out by the carpenters you are supervising. You will need to sign a Memorandum (Record of Building Work) stating that you supervised Carpentry RBW.

### Note:

Site LBPs cannot supervise or sign-off RBW. If you want to supervise and sign-off RBW you will need the appropriate trade licence.

At this stage, RBW focuses on practitioners actually carrying out construction work, rather than site supervision. The Site licence is currently a voluntary licence which shows the holder assessed as competent in site supervision.



# Memorandum (Record of Building Work)

As a Carpentry LBP doing Carpentry RBW, you must fill in a Memorandum (Record of Building Work) when your part of the RBW is complete. This Memorandum (Record of Building Work) must be given to the building owner and the local council. A Memorandum (Record of Building Work) is written by each LBP that carried out or supervised each part of the RBW on the building, and details the work carried out.

The building owner will use these Memoranda (Records of Building Work) when they apply for a Code Compliance Certificate (CCC) from the council.

The Department can provide you with a Memorandum (Record of Building Work) form to fill out. It can be downloaded from [www.builditright.govt.nz](http://www.builditright.govt.nz). The form sets out all the information that you need to give.

If there are lots of Carpentry LBPs all doing Carpentry RBW, then you will need to provide detail as to what you specifically did.

If you leave a project without providing a Memorandum (Record of Building Work) then the local council or the owner can report you to the Building Practitioners Board, which has the power to discipline you. Not providing a Memorandum (Record of Building Work) may also mean that you are in breach of your contract.

Here are two examples of a RBW Memorandum (Record of Building Work).

RECORD OF WORK THAT IS RESTRICTED BUILDING WORK		
PRIMARY STRUCTURE		
Work that is restricted building work	Description of restricted building work	Carried out or supervised
Tick <input checked="" type="checkbox"/>	If necessary, describe the restricted building work.	Tick <input checked="" type="checkbox"/> whether you carried out this work or supervised someone else carrying out this work.
Foundations and subfloor framing <input checked="" type="checkbox"/>	Supervised contractor	<input type="checkbox"/> Carried out <input checked="" type="checkbox"/> Supervised
Walls <input checked="" type="checkbox"/>	Framing but not cladding	<input checked="" type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Roof <input checked="" type="checkbox"/>	Framing, including bracing	<input checked="" type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Columns and beams <input checked="" type="checkbox"/>	2x front porch posts	<input checked="" type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Bracing <input type="checkbox"/>	See foundations and walls	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Other <input type="checkbox"/>	N/A	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised

This is an example of a Memorandum that has been filled in by a carpentry LBP who was the only LBP who carried out or supervised RBW during construction. As the carpentry licence is very broad in scope, a carpentry LBP can potentially build an entire house with no input from any other trades, depending on the material, construction type and the person's competence.



# We need RBW because...

A strong and skilled building and construction sector is vital to New Zealand's economy and prosperity. We all want good quality homes and buildings, and RBW has been put in place as one of the ways to help achieve this.

## RBW will benefit both consumers and practitioners.

- Consumers will be able to make informed decisions, know that they are getting workmanship from a person who has been independently assessed as competent and have greater confidence to invest in the building and housing market.
- Critical design and construction work will always be done or supervised by a competent person.
- Each contributor will know what they are accountable for and the right people will be held responsible for their work.

### Notice faulty work? Don't ignore it!

If you see work that is faulty don't cover it up or ignore it. Do the right thing! Bring it to the attention of the parties involved. You must also report the faulty work to both the owner and the council.

EXTERNAL MOISTURE MANAGEMENT SYSTEMS		
Work that is restricted building work	Description of restricted building work	Carried out or supervised
Tick <input checked="" type="checkbox"/>	If necessary, describe the restricted building work.	Tick <input checked="" type="checkbox"/> whether you carried out this work or supervised someone else carrying out this work.
Damp proofing <input checked="" type="checkbox"/>	Foundations subcontractor	<input type="checkbox"/> Carried out <input checked="" type="checkbox"/> Supervised
Roof cladding or roof cladding system <input type="checkbox"/>	Done by roofing LBP	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Ventilation system (for example, subfloor or cavity) <input checked="" type="checkbox"/>	See foundations	<input type="checkbox"/> Carried out <input checked="" type="checkbox"/> Supervised
Wall cladding or wall cladding system <input type="checkbox"/>	Done by EP LBP	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Waterproofing <input type="checkbox"/>	N/A	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Other <input type="checkbox"/>	N/A	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised

Memorandum from licensed building practitioners: Record of building work - 2011 3

This is an example where a carpentry LBP supervised the Carpentry RBW but the project also involved other trade LBPs (such as roofers, or brick and blocklayers).

# What is Carpentry RBW?

For an idea of some of the RBW which Carpentry LBPs are able to do have a look at the list below. For more detail please visit [www.builditright.govt.nz](http://www.builditright.govt.nz).

## Foundations and Floors

- Prepare site for construction including taking levels on site and setting building out on site
- Excavate and prepare for footings and slab on ground in accordance with documentation
- Construct/erect formwork for footings, foundation walls and floors
- Fabricate, place and tie reinforcing steel and steel mesh
- Receive, place, finish and cure concrete
- Attend to and check concrete masonry structures
- Construct floor framing
- Install timber sheet flooring
- Install timber strip flooring
- Install suspended beams
- Install pre-cast and pre-fabricated elements
- Excavate and prepare for slab on ground in accordance with documentation
- Construct/erect formwork for floors
- Fix bearers, stringers, bracing
- Pile footing excavations
- Fix sub-floor brace systems

## Walls and columns

- Construct/erect wall framing
- Construct/erect internal linings and bracing systems
- Install pre-cast and pre-fabricated elements
- Erect some exterior claddings
- Construct/erect exterior joinery
- Construct/install penetrations and flashings
- Install facings
- Install scribes
- Install seals
- Form cavities
- Install profiled metal wall cladding

## Roofs

- Construct/ erect roof framing (including trusses)
- Install lightweight profiled metal roofing only, including:
  - Flashings
  - Facings
  - Seals etc

### Note:

If there are specialist sub-contractors such as window installers or aluminium flashing kit installers, who are not licensed, their RBW must be supervised by a carpentry LBP who must then record this in their Memorandum (Record of Building Work).



# Trade licence overlaps

Although each licence class has its own set of distinct skills there are some overlaps or areas where more than one licence class can do a particular type of construction.

It is important to be aware, especially for carpenters 'leading a job', that another trade licensed person may need to be called in. This could be for a number of reasons including:

- the type of work required (eg material used or construction type) falls outside the scope of your carpentry licence
- the type of work is within the scope of your carpentry licence but falls outside your competence.



The construction types are listed below with the licensing classes that have scope to do the work.

Area of practice/construction type	Overlap
<b>Brick and block</b>	
Block walls	None
Brick veneer	None
<b>Roofing</b>	
Concrete or clay tile	None
Profiled Metal Roof and/or wall cladding	Carpentry
Metal tile	None
Roof membrane	None
Torch on membrane	None
Liquid applied membrane	None
Shingle or Slate	None
<b>External plastering</b>	
Solid Plastering	None
Proprietary Plaster cladding systems	None
<b>Foundations</b>	
Concrete foundation walls	Carpentry
Concrete slab-on-ground	Carpentry
Concrete or timber pile foundations	Carpentry

# Offences and Penalties

From 1 March 2012 you must comply with the RBW requirements. If you carry out or supervise RBW and you are not a LBP then you are committing an offence and could face prosecution.



## If you are a Carpentry LBP and commit an offence you could also face prosecution. With RBW it is an offence to:

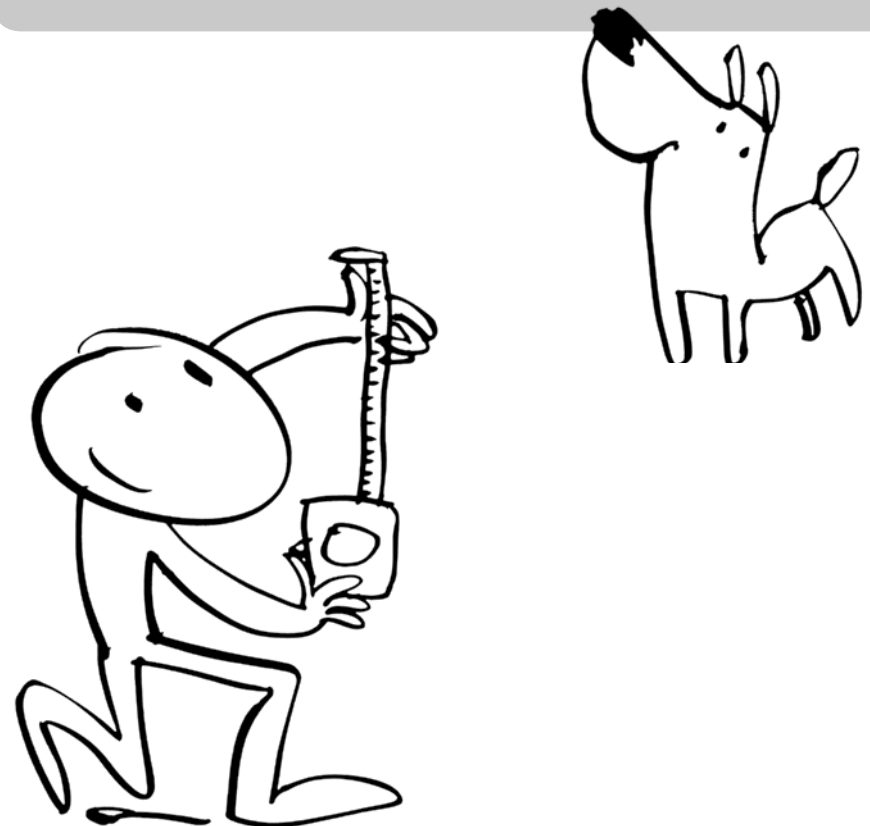
- hold yourself to be licensed in an area that you are not (eg, be a Carpentry LBP but say you have a different licence)  
For this offence you could be liable for a court fine of up to \$20,000
- fail to give evidence of being licensed if asked to do so (eg, don't show your photo LBP card)  
For this offence you could be liable for a court fine of up to \$5,000.

## If you are a LBP you can also be referred to the Building Practitioners Board if you:

- carry out or supervise restricted building work that is outside of your licence class
- do or supervise carpentry work negligently or incompetently
- do or supervise carpentry work outside of your licence class
- do not, without good reason, provide a RBW Memorandum (Record of Building Work)
- hold yourself to be licensed in an area that you are not.

If the Board finds you have committed a disciplinary offence, the Board may, among other things, cancel or suspend your licence, order you to undertake training, or order you to pay a fine of up to \$10,000.

When taking on any work, including RBW, it is good practise to put a contract in place which will set out what the requirements are for each party. Practitioners should also keep a record of their work and should also take some work-in-progress photography.



For more information:

**0800 242 243**

**[www.builditright.govt.nz](http://www.builditright.govt.nz)**

New Zealand Government



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